

**City of Belmont
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING OF NOVEMBER 5, 2014
One Twin Pines Lane**

CONVENED AT 7:00 PM

COMMISSIONERS PRESENT: Michaels, Vargas, Bortoli, Runyan, Mittelstadt, Wright and Singer

COMMISSIONERS ABSENT: Block & Hunter

STAFF PRESENT: Parks & Recreation Director Gervais and Administrative Assistant Saggau

APPROVAL OF MINUTES

ACTION: On a motion by Commissioner Mittelstadt, seconded by Commissioner Bortoli, the minutes of the regular meeting of October 1, 2014 were unanimously approved.

PUBLIC COMMUNICATION/COMMENTS/ANNOUNCEMENTS

Commissioner Mittelstadt announced the Belmont History Room will be open every Wednesday and Sunday afternoons from 1:00-4:00 p.m.

Commissioner Bortoli reported the seniors are working on the Giving Tree that will recognize volunteer services and donations.

Parks & Recreation Director Gervais noted the annual Holiday Craft Faire would be held in Twin Pines Park on November 22 & 23.

Parks & Recreation Director Gervais stated there would be a meeting on the General Plan Update on November 12, 2014.

AGENDA AMENDMENTS

The Commission moved up Agenda Item VI.B prior to VI.A.

NEW BUSINESS

Creation of a Belmont Poet Laureate Position

Parks & Recreation Director Gervais introduced Belmont Library Manager Kathleen Beasley. He explained the proposed roles for a Poet Laureate, a possible selection Committee and possible eligibility requirements.

Parks & Recreation Director Gervais and Library Manager Beasley responded to questions and listened to input from the Commission.

Lisa Meltzer Penn spoke in favor of having a Poet Laureate in Belmont.

Commission suggestions included:

- Adding a representative from Notre Dame De Namur University to the selection committee
- Creating closer ties with the schools in the area of responsibilities
- Adding assistance from the Library for events
- Removing the four year residency requirement

ACTION: Chair Michaels made a motion, seconded by Commissioner Singer, the Commission recommends, with the caveats stipulated, to accept and go forward with the Poet Laureate position. Unanimously approved.

Parks and Recreation Department Project Priorities

Parks & Recreation Director Gervais explained the order of priorities for the Parks and Recreation Department –

- 1st Priority – Day-to-Day Operations
- 2nd Priority – City Council FY Priorities
- 3rd Priority – City Council Additional Priorities
- 4th Priority – Other Projects

Parks & Recreation Director Gervais reviewed the various projects and provided progress schedules that listed the Commission's role for the projects on the City Council priority list. He also noted the projects that have recently been completed.

Parks & Recreation Director Gervais reviewed the various funding sources that may be used for capital projects and responded to Commission questions.

Discussion ensued.

Following discussion it was decided that a list of projects including estimates, context and proposed year of completion would be brought back to the Commission.

Laurelwood Park and Sugarloaf Mountain Open Space Management Plan Amendment

Parks & Recreation Director Gervais reviewed the City of San Mateo's Management Plan Amendment for Laurelwood Park and Sugarloaf Mountain Open Space. He noted this was being brought to the Commission for information and to provide an opportunity for them to provide feedback for San Mateo.

Parks & Recreation Director Gervais explained the improvements to be made to these trails and noted where their trail system connects to Belmont trailheads. He responded to questions from the Commission.

Commissioner Vargas recommended that the trails be labeled for steepness or difficulty.

ACTION: Commissioner Mittelstadt moved, seconded by Commissioner Runyan, that the Belmont Parks and Recreation Commission is in support of the Laurelwood Park and Sugarloaf Mountain Open Space Management Plan Amendment dated October 24, 2014. Unanimously approved.

DEPARTMENT REPORTS

Questions and Comments

Parks & Recreation Director Gervais reported the following:

- There will be two festivals in Twin Pines Park in the spring of 2015 – a Hungarian Festival is scheduled for May 9th and a Polish Festival on May 30th.
- The Quimby and Park Fees 1st Reading was approved by the City Council.
- The project at McDougal Park was completed.
- Improvements to the Sports Complex fence may be made with Autobahn's project.
- A Belmont Creek Study Session was completed.
- The City Council is considering modifications to a few ordinances including the Tree Ordinance.
- Staff will meet with the Sterling Downs Neighborhood Association to discuss the Alexander Park Restroom.

Future Agenda Items

Davey Glen Park
Sports Complex Synthetic Turf Project
Belmont Creek Study
General Plan Update
O'Donnell Park Play Equipment
Alexander Park Restroom
Manor Building
Twin Pines Park

ADJOURNMENT

The meeting was adjourned at 8:50 p.m.

Jonathan Gervais
Parks & Recreation Director